Special Event Process

**Pre-Application Meeting with
Special Events Permit Committee (SEPC)**

DAY 1

**Applicant submits Special Event Application
(Deadline Tuesday at 12:00 noon) SEPC has 10 working days to approve or deny**

DAY 2

**SEPC reviews submitted applications
(Weekly meeting on Wednesdays)**

DAY 3

DAY 4

Application Complete – SEPC recommends approval

Application Complete – SEPC recommends denial

**Application incomplete or additional information required prior to permit issuance.
(10-day clock stops)**

DAY 5

DAY 6

DAY 7

Permit Issued

Applicant notified of Denial of Application within 2 working days

Applicant Resubmits revised application or additional documentation. 10-day clock starts

SEPC reviews and recommends approval

SEPC reviews and recommends denial.

DAY 8

Applicant may appeal to Zoning Administrator within 10 working days. Appeal decision is final.

Permit Issued

Applicant notified of Denial of Application

DAY 9

DAY 10

Applicant may appeal to Zoning Administrator within 10 working days. Appeal decision is final.

DAY 11-29

SPECIAL EVENT

DAY 30

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